

***MyTDEC Forms Application:  
Payment Process***

December 7<sup>th</sup>, 2020

Version 1.2

# Payment Process

## Overview

The following document will provide step-by-step guidance on how to make a payment on a form that has been fully submitted on the MyTDEC platform. Following these guidelines will result in your ability to pay off any outstanding balance or come back and make a payment later.

## Step-by-Step Guide

### Step 1- Login to your Account

#### 1.1 Selecting Sign In

Begin by navigating to <https://forms.tdec.tn.gov/>. Once you see the screen below, click on **"Sign In"** from the list of options at the top of the page.

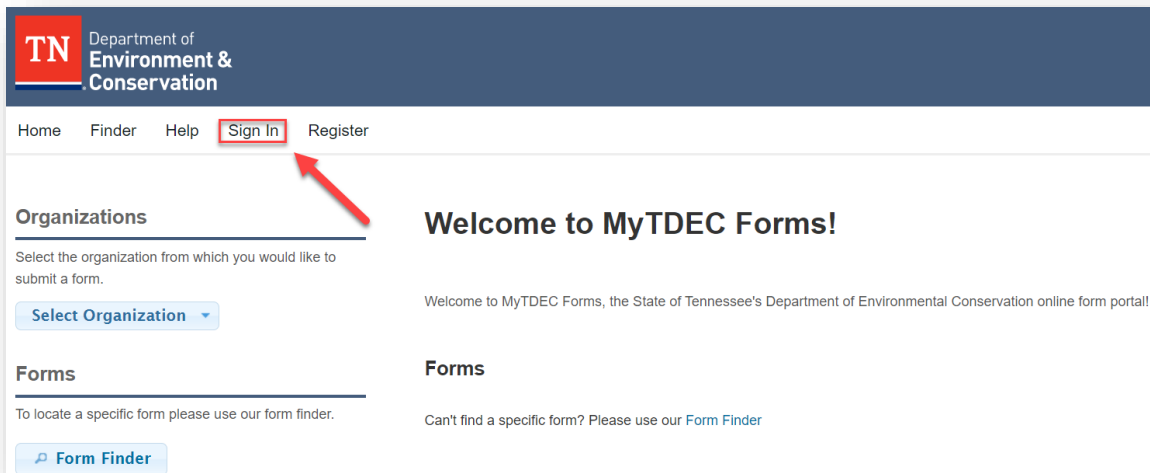
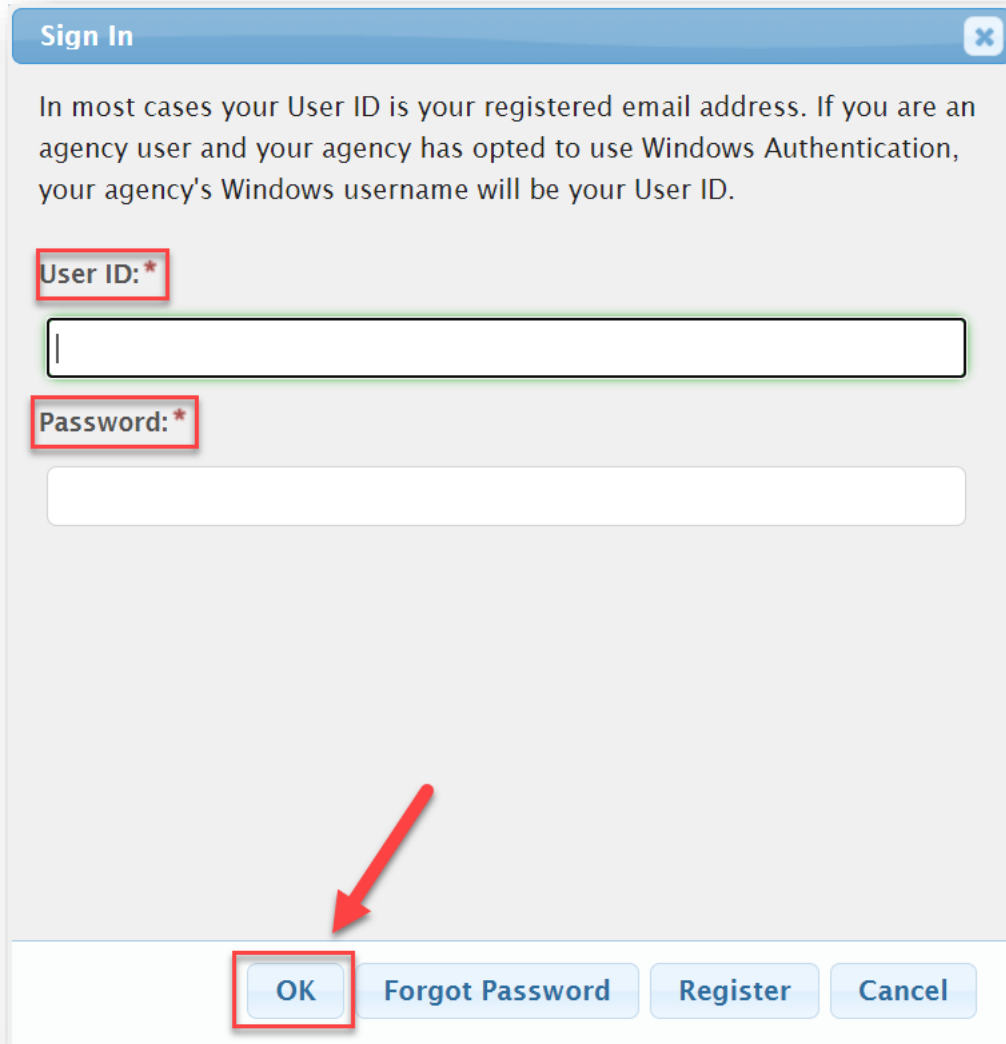


Figure 1 Login Page

**Step 1 – Login to your Account****1.2 Sign In with Credentials**

After selecting sign in, please fill in the **"User ID"** and **"Password"** fields. If you forgot your password, please select **"Forgot Password"** and follow the subsequent steps to reset that information. Once you have entered your user ID and password into the appropriate fields, please select **"OK"** to complete the log in process.

A screenshot of a "Sign In" dialog box. The title bar is blue with the text "Sign In" and a close button. The main area is light gray and contains instructional text: "In most cases your User ID is your registered email address. If you are an agency user and your agency has opted to use Windows Authentication, your agency's Windows username will be your User ID." Below this are two input fields. The first is labeled "User ID: \*" and the second is labeled "Password: \*". Both labels are in a red box. At the bottom, there are four buttons: "OK", "Forgot Password", "Register", and "Cancel". The "OK" button is highlighted with a red box, and a red arrow points to it from above.

**Sign In**

In most cases your User ID is your registered email address. If you are an agency user and your agency has opted to use Windows Authentication, your agency's Windows username will be your User ID.

**User ID: \***

**Password: \***

**OK** **Forgot Password** **Register** **Cancel**

*Figure 2 Sign In Window*

## Step 2 – Accessing Submission History Dashboard

To find the form you wish to make a payment on, simply click on the **“History”** tab from your dashboard. You will be redirected to your **Submission History** dashboard. Within the History dashboard, you will see a historical list of all form submissions that were created and/or submitted through the portal.

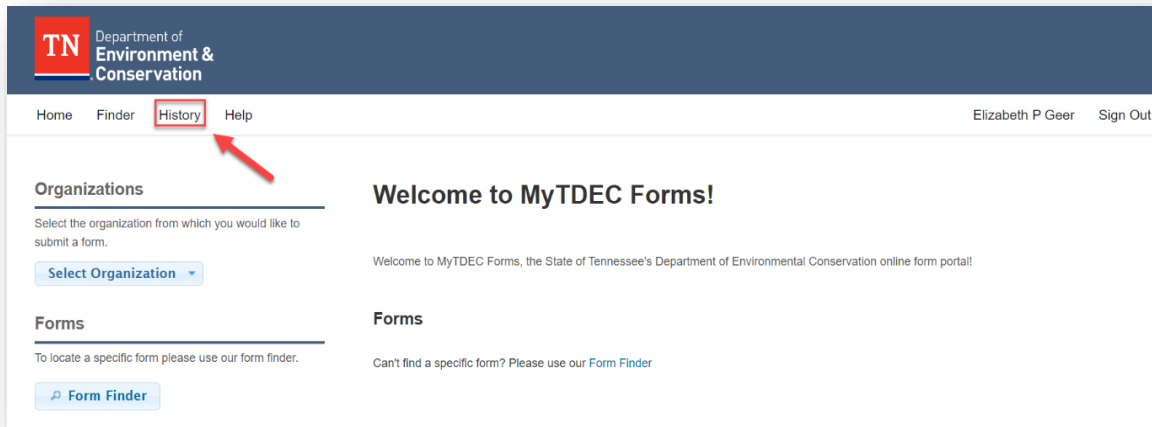


Figure 3 Selecting your History

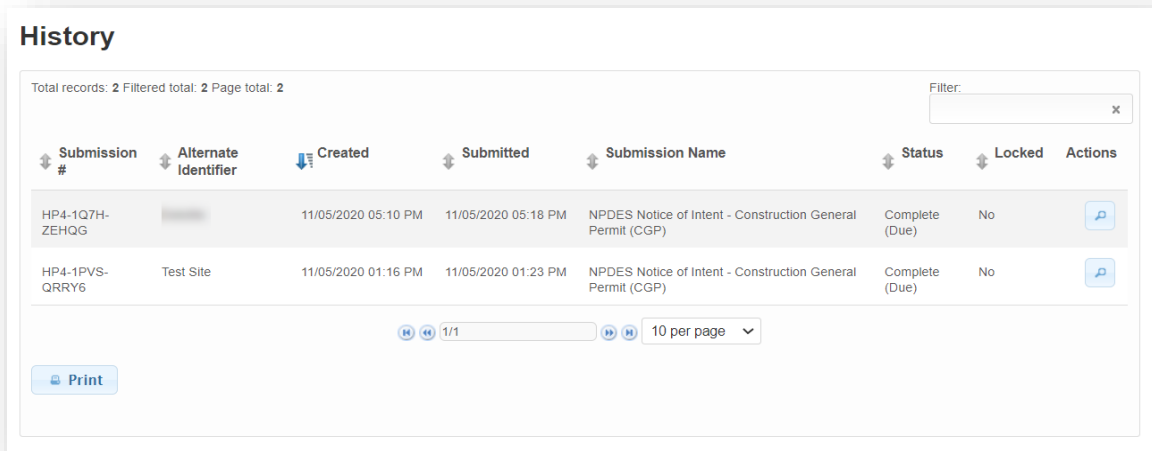
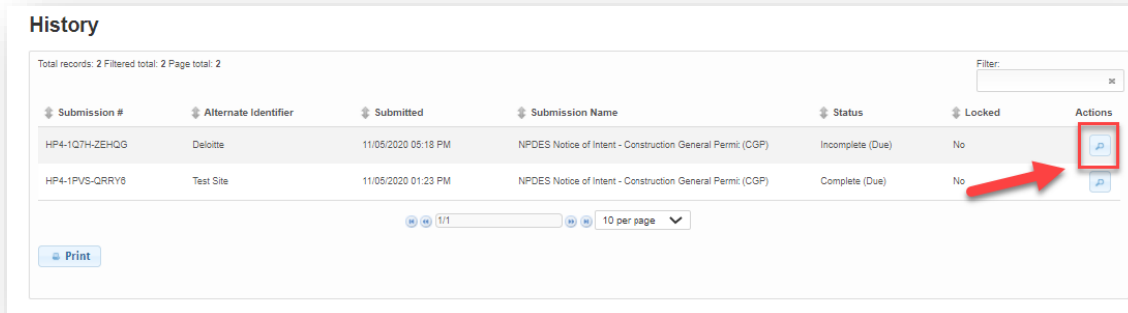




Figure 4 Form History Dashboard

**Step 3 – Open Form Submission Overview**

Next, select the **magnifying glass icon** on the appropriate form to open the overview of the form.

A screenshot of a web application interface titled "History". It displays a table with two rows of submission data. The first row has a magnifying glass icon in the "Actions" column, which is highlighted with a red box and a red arrow. The second row also has a magnifying glass icon. Below the table, there is a "Print" button and a pagination control showing "1/1" and "10 per page".

Submission #	Alternate Identifier	Submitted	Submission Name	Status	Locked	Actions
HP4-1Q7H-ZEHQG	Deloitte	11/05/2020 05:18 PM	NPDES Notice of Intent - Construction General Permit (CGP)	Incomplete (Due)	No	
HP4-1PVS-QRRY8	Test Site	11/05/2020 01:23 PM	NPDES Notice of Intent - Construction General Permit (CGP)	Complete (Due)	No	

*Figure 5 View Form Overview*

**Step 4 – Viewing Submission Overview Details and Selecting Make Payment**

Once in the **submission overview**, you can view outstanding fees, as shown in the bottom right hand corner of the image. To pay this fee, select **“Make Payment”**, which is highlighted as the second-to-last option on the right-hand side.

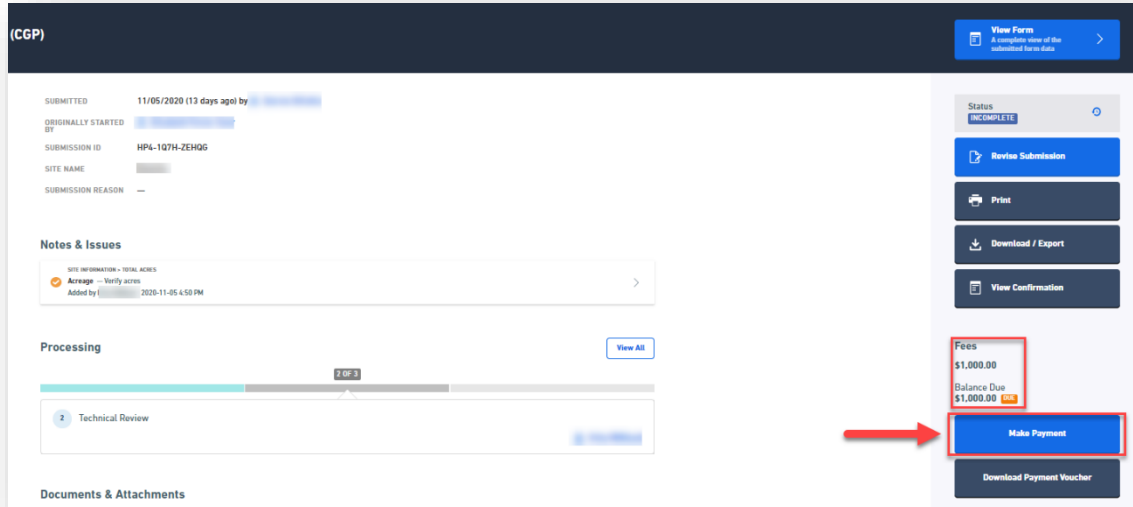
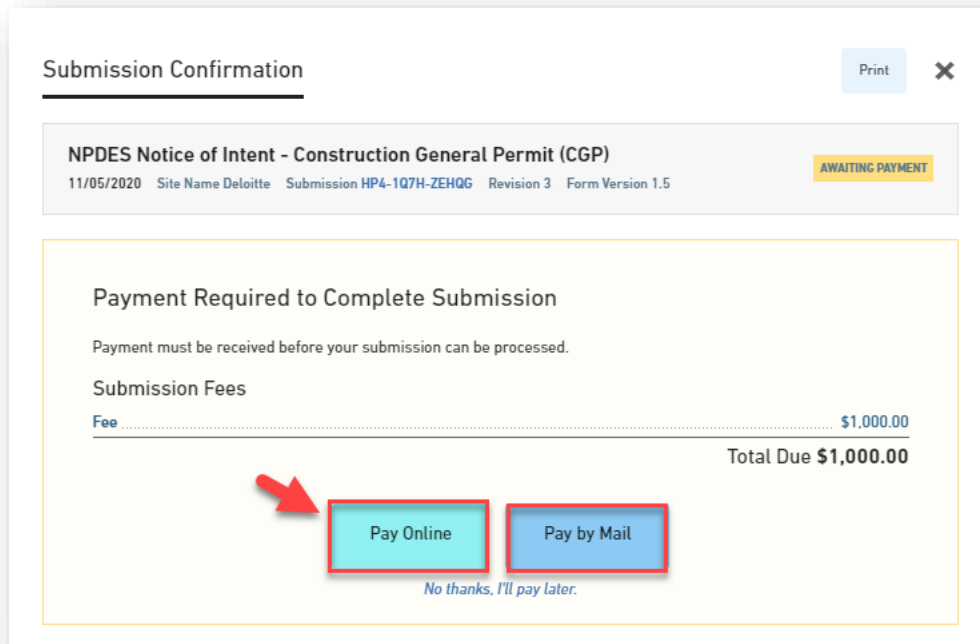
The screenshot shows the 'Submission Overview' page for a permit (CGP). The page includes a header with a 'View Form' button. The main content area displays submission details: 'SUBMITTED' on 11/05/2020 (13 days ago), 'ORIGINALY STARTED BY' (redacted), 'SUBMISSION ID' HP4-107H-ZEHQ6, 'SITE NAME' (redacted), and 'SUBMISSION REASON' (redacted). Below this is a 'Notes & Issues' section with a 'Verify acres' link. The 'Processing' section shows a progress bar with '2 OF 3' steps, with the first step 'Technical Review' completed. The 'Documents & Attachments' section is at the bottom. On the right side, there is a 'Status' section with a 'Review Submission' button, and a 'Fees' section showing a balance due of \$1,000.00. A red box highlights the 'Make Payment' button, and a red arrow points to it from the left.

Figure 6 Selecting “Make Payment” from Submission Overview

**Step 5 – Viewing Payment Method Options**

After selecting **"Make Payment"**, you will be presented with the following options for payment methods: **"Pay Online"**, **"Pay By Mail"**, or **"No Thanks, I'll Pay Later"**. To pay off the balance immediately, please select **"Pay Online"**. Instructions for payment online will be covered in step 6. If you wish to skip to pay by mail instructions, navigate to step 7.



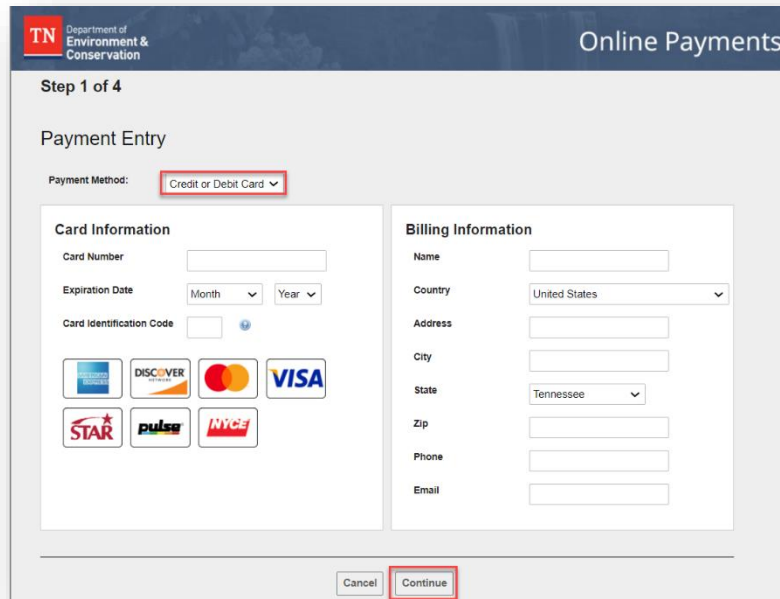
The screenshot shows a web interface for a submission confirmation. At the top, it says "Submission Confirmation" with a "Print" button and a close icon. Below this, a header bar identifies the submission as "NPDES Notice of Intent - Construction General Permit (CGP)" with details: "11/05/2020 Site Name Deloitte Submission HP4-1Q7H-ZEHQG Revision 3 Form Version 1.5". A yellow "AWAITING PAYMENT" button is on the right. The main content area is titled "Payment Required to Complete Submission" and states "Payment must be received before your submission can be processed." Under "Submission Fees", a fee of "\$1,000.00" is listed, leading to a "Total Due \$1,000.00". At the bottom, there are two buttons: "Pay Online" (highlighted with a red box and a red arrow) and "Pay by Mail" (also highlighted with a red box). Below these buttons is a link that says "No thanks, I'll pay later."

Figure 7 Payment Methods

## Step 6 – Making a Payment Online

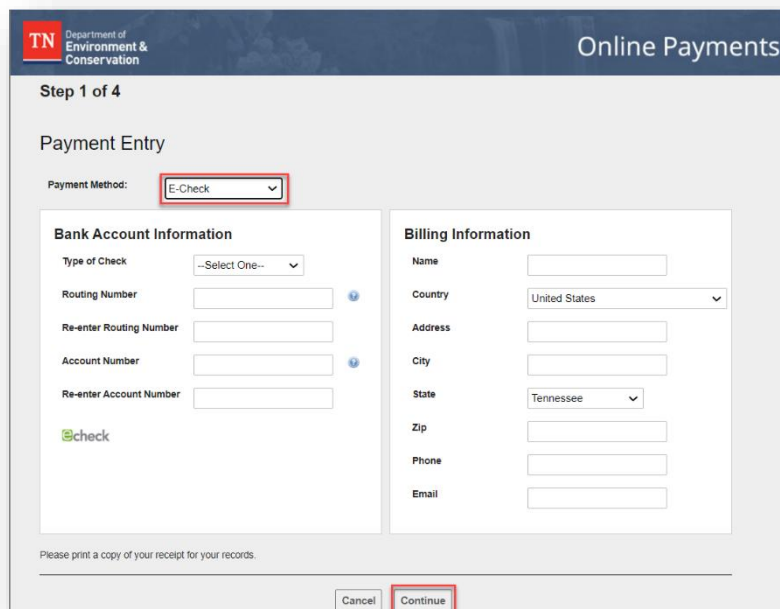
### 6.1 Payment Entry

Below is an example of step 1 of 4 of the payment process. From the payment method drop down bar, select **“Credit or Debit Card”** or **“E-Check”**. Choose your preferred method and fill all fields. Once you have entered your card or bank information as well as your billing address, select **“Continue”** at the bottom of the screen.



The screenshot shows the 'Online Payments' interface for 'Step 1 of 4: Payment Entry'. The 'Payment Method' dropdown is set to 'Credit or Debit Card'. The form is divided into two main sections: 'Card Information' and 'Billing Information'. The 'Card Information' section includes fields for Card Number, Expiration Date (Month and Year), and Card Identification Code, along with logos for American Express, Discover, Mastercard, Visa, STAR, pulse, and NICE. The 'Billing Information' section includes fields for Name, Country (set to United States), Address, City, State (set to Tennessee), Zip, Phone, and Email. At the bottom, there are 'Cancel' and 'Continue' buttons, with 'Continue' highlighted by a red box.

Figure 8 Payment Method: Credit or Debit Card



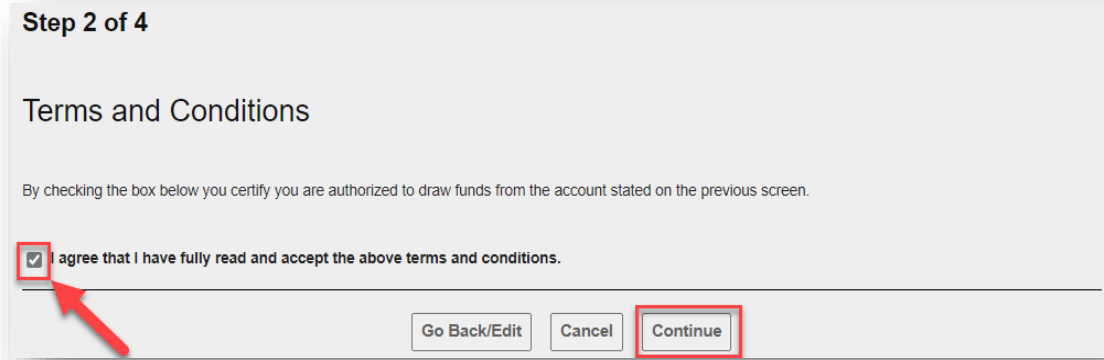
The screenshot shows the 'Online Payments' interface for 'Step 1 of 4: Payment Entry'. The 'Payment Method' dropdown is set to 'E-Check'. The form is divided into two main sections: 'Bank Account Information' and 'Billing Information'. The 'Bank Account Information' section includes fields for Type of Check (set to --Select One--), Routing Number, Re-enter Routing Number, Account Number, and Re-enter Account Number, along with a 'check' logo. The 'Billing Information' section includes fields for Name, Country (set to United States), Address, City, State (set to Tennessee), Zip, Phone, and Email. At the bottom, there are 'Cancel' and 'Continue' buttons, with 'Continue' highlighted by a red box.

Figure 9 Payment Method: E-Check



**Step 6 – Making a Payment Online****6.2 Terms and Conditions**

Read the Terms and Conditions within step 2. After reading them, ensure that you check the box that states **“I agree that I have fully read and accept the above terms and conditions”**, as highlighted below. Then click **“Continue”**.

A screenshot of a web form titled "Step 2 of 4" and "Terms and Conditions". The text reads: "By checking the box below you certify you are authorized to draw funds from the account stated on the previous screen." Below this is a checkbox with a checkmark, followed by the text "I agree that I have fully read and accept the above terms and conditions." A red arrow points to the checkbox. At the bottom are three buttons: "Go Back/Edit", "Cancel", and "Continue". The "Continue" button is highlighted with a red box.

Step 2 of 4

Terms and Conditions

By checking the box below you certify you are authorized to draw funds from the account stated on the previous screen.

☒ I agree that I have fully read and accept the above terms and conditions.

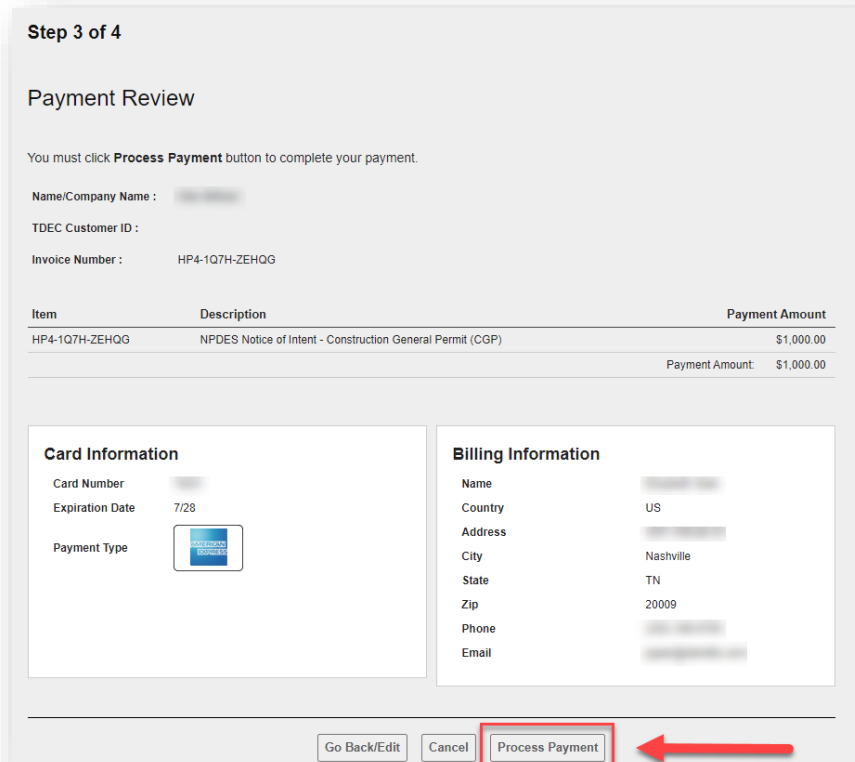
Go Back/Edit Cancel Continue

*Figure 10 Terms and Conditions*

## Step 6 – Making a Payment Online

### 6.3 Payment Review

Step 3 requires that you review your payment information to verify that it is correct. If there are any issues with the information, please select **“Go Back/Edit”** at the bottom left. If all of the information is correct, select **“Process Payment”** at the bottom right, as shown in the image. **“Process Payment”** must be selected to complete the order.

A screenshot of the "Payment Review" screen, labeled "Step 3 of 4". The screen displays payment details for a permit. At the bottom, there are three buttons: "Go Back/Edit", "Cancel", and "Process Payment". The "Process Payment" button is highlighted with a red rectangle and a red arrow points to it from the right.

**Step 3 of 4**

**Payment Review**

You must click **Process Payment** button to complete your payment.

Name/Company Name : [REDACTED]

TDEC Customer ID :


Invoice Number : HP4-1Q7H-ZEHQG

Item	Description	Payment Amount
HP4-1Q7H-ZEHQG	NPDES Notice of Intent - Construction General Permit (CGP)	\$1,000.00
Payment Amount:		\$1,000.00

**Card Information**

Card Number [REDACTED]

Expiration Date 7/28

Payment Type 

**Billing Information**

Name [REDACTED]

Country US

Address [REDACTED]

City Nashville

State TN

Zip 20009

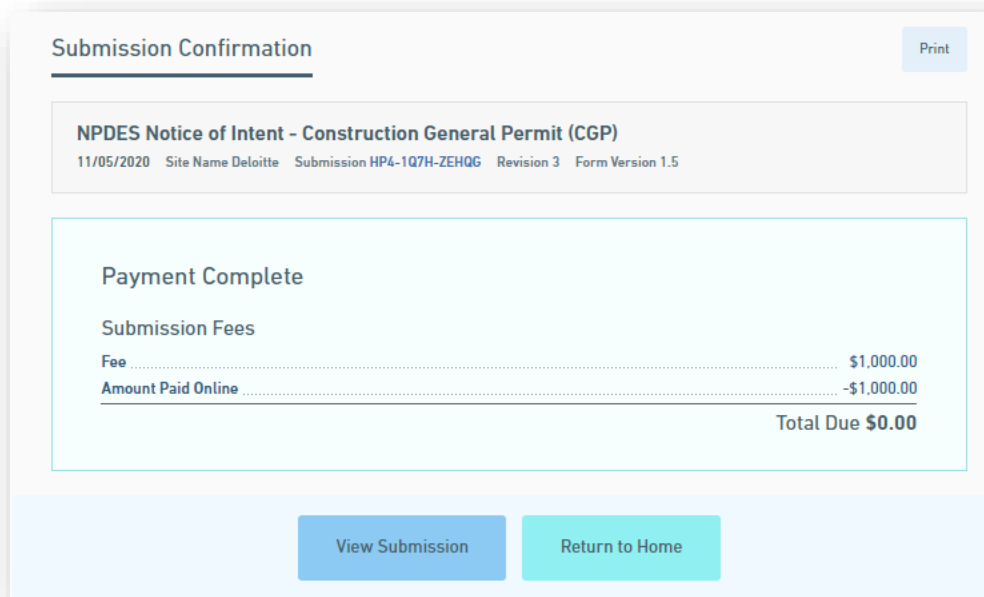
Phone [REDACTED]

Email [REDACTED]

Figure 11 Payment Review

**Step 6 – Making a Payment Online****6.4 Submission Confirmation**

If the payment is successful, you will be redirected to a **Submission Confirmation** page, such as the one below. Now that the permit fee has been paid, you can click **View Submission** or **Return to Home**. You will be able to print this payment confirmation page to keep it for your records.

A screenshot of a web page titled 'Submission Confirmation'. At the top right is a 'Print' button. Below the title is a box containing 'NPDES Notice of Intent - Construction General Permit (CGP)' and metadata: '11/05/2020 Site Name Deloitte Submission HP4-1Q7H-ZEHQG Revision 3 Form Version 1.5'. The main content area has a light blue background and is titled 'Payment Complete'. It shows a table of 'Submission Fees' with two rows: 'Fee' for '\$1,000.00' and 'Amount Paid Online' for '-\$1,000.00'. The 'Total Due' is '\$0.00'. At the bottom are two buttons: 'View Submission' and 'Return to Home'.

Submission Fees	
Fee .....	\$1,000.00
Amount Paid Online .....	-\$1,000.00
<b>Total Due \$0.00</b>	

*Figure 12 Payment Complete Example*

**Step 7 – Making a Payment by Mail**

Alternatively, you can make a payment by mail. After selecting **“Pay by Mail”** you will be prompted with the following instructions. Begin by selecting **“Download Payment Voucher”**. Print a copy to mail in and keep a copy for your records. Next include the specified amount with the payment voucher in secure packaging and send to the **TDEC office address**, as denoted below. After finishing these steps, select **“Return to Home”** or simply close the window.

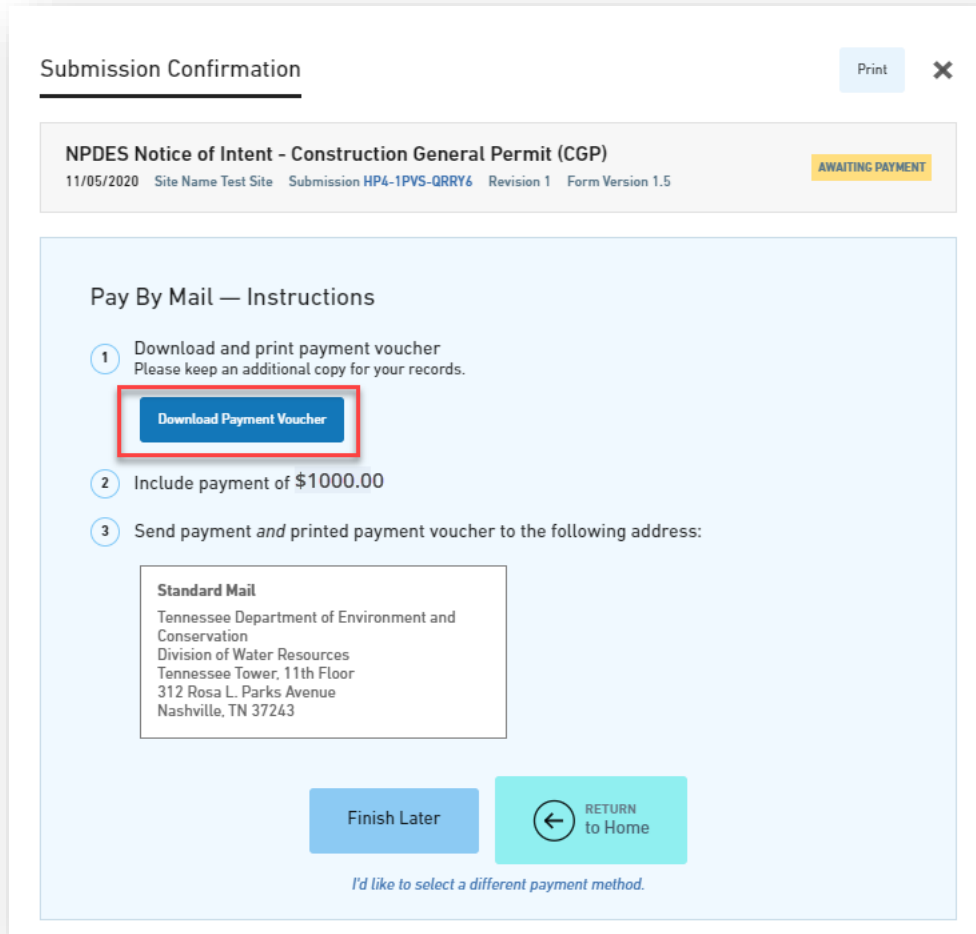
The screenshot shows a web interface for 'Submission Confirmation'. At the top, there's a header with 'NPDES Notice of Intent - Construction General Permit (CGP)' and a yellow 'AWAITING PAYMENT' button. Below this, the 'Pay By Mail — Instructions' section contains three numbered steps. Step 1, 'Download and print payment voucher', has a blue button labeled 'Download Payment Voucher' which is highlighted with a red rectangle. Step 2 is 'Include payment of \$1000.00' and Step 3 is 'Send payment and printed payment voucher to the following address:'. Below Step 3 is a box for 'Standard Mail' with the address: Tennessee Department of Environment and Conservation, Division of Water Resources, Tennessee Tower, 11th Floor, 312 Rosa L. Parks Avenue, Nashville, TN 37243. At the bottom, there are two buttons: 'Finish Later' and 'RETURN to Home' (with a back arrow icon). A link 'I'd like to select a different payment method.' is also present.

Figure 13 Pay by Mail Instructions